



Job title: Site Maintenance Assistant	
<p>About us: Caversham Lakes founded in 2020, is a lake in the heart of the Thames Valley. We offer a wide range of activities from open water swimming, SUP boarding, kayaking, canoeing & aqua park. We also have over 40 acres of parkland for camping and glamping with a private island available for weddings, parties and celebrations.</p> <p>Caversham Lakes is a fun and safe destination for families & friends and we rely on our teams to provide a fantastic and memorable experience for all our guests.</p>	
<p>Main purpose of job: Support the maintenance team in making sure that all buildings and grounds within Caversham Lakes and their services meet the needs of the visitors and people that work in them. Services such as cleaning, security and parking, to make sure the surrounding environment is in a suitable condition to work.</p> <p>You will be part of a team that ensures the smooth running of the facilities department and ensure the general maintenance of the whole site is taken care of safely and efficiently.</p>	
Department: Maintenance	

Main duties	
<ul style="list-style-type: none"> • Report any site and facility damage • Help clean and maintain all areas of the Caversham Lakes site (including but not limited to emptying bins, leaf blowing whole site, check toilet roll stock and general cleanliness of toilets) • Help with repair and installation activities including building projects, renovations and refurbishments (e.g. included but not limited to fencing, beach safety, bridge, islands, furniture, marquees, lighting, signage etc) • Follow all maintenance procedures safely • Snagging lists to be completed • Follow government regulations and environmental, health and security standards • Ensure Health and Safety policies are complied with • Assist in managing car parking for staff, visitors, customer and contractors • Direct all attendees arriving via vehicle accordingly and help traffic control to the site • Be able to assist with the evacuation of areas of our team and guests 	
<p>Skills: Essential</p> <ul style="list-style-type: none"> • Ability to problem solve • Attention to detail but also the ability to see the implications for the bigger picture • Customer service skills • Organisation, time management, prioritising and the ability to handle a complex, varied workload 	<p>Desirable</p> <ul style="list-style-type: none"> • 1-2 years experience in similar role • Basic tradesman skills e.g. electrical, plumbing, construction
Contract Type: Fixed Term – Zero Hour	

Last updated: May 2022